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ABSTRACT

The booklet is intended for use by young handicapped persons who are jobseekers. The jobseeker is advised to think about what he can do best, to stay away from jobs he cannot do well, to remember what he has liked to do in school, to ask family members to teach him new skills, to ask the teacher's aid, and to make a list of his findings. Recommended are ways to look for a job such as reading the help wanted ads, going to the employment office, and asking friends or family members about jobs. The jobseeker is advised that when he goes alone for a job interview he should dress properly know about travel, be on time, and take records such as a social security card. Suggestions for reporting to work include knowing what questions the boss might ask, learning job duties, and finding out about the pay. Two lists are provided, one containing 100 kinds of jobs, the other a checklist-test on important points covered in the booklet. (MC)

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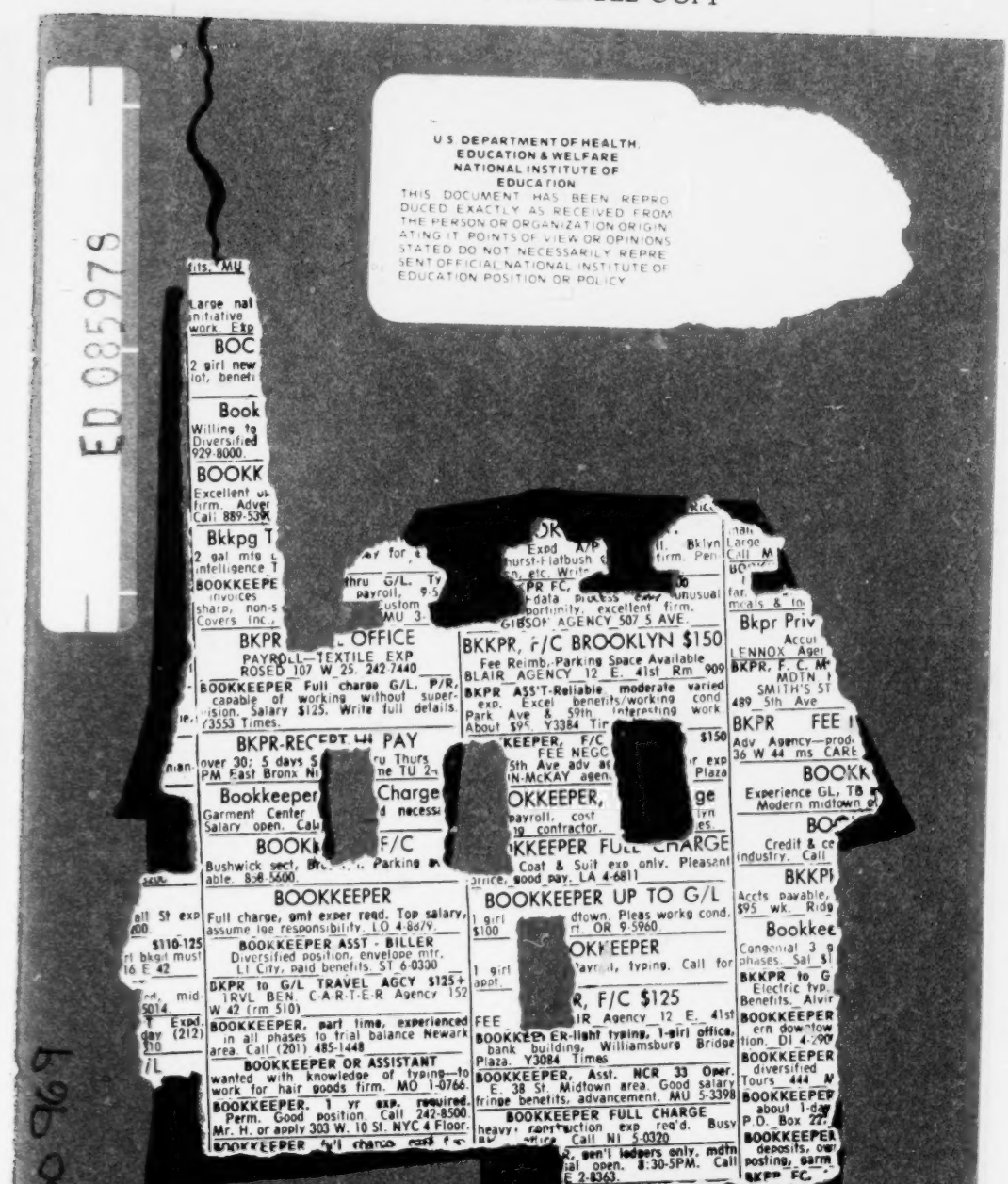

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HOW TO GET A JOB

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HOW TO GET A JOB

A Handy Guide for Jobseekers

THE PRESIDENT'S COMMITTEE ON EMPLOYMENT
OF THE HANDICAPPED
WASHINGTON, D.C.

By William A. Fraenkel, Ph. D.
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Famous Artists Schools
Westport, Conn.

THE PRESIDENT'S COMMITTEE ON EMPLOYMENT OF THE HANDICAPPED

Foreword

A job is a very important thing in all our lives. It gives us independence, the means to take care of ourselves, the capacity to be on our own.

But a job does more than that. It gives us a good feeling of accomplishment, of self-respect. It enables us to hold our heads high, knowing that within us we have the ability to work, to face the world, to be a "somebody."

I hope this booklet will be useful to you. I hope it will help you find your job. I wish you good luck, now and always.

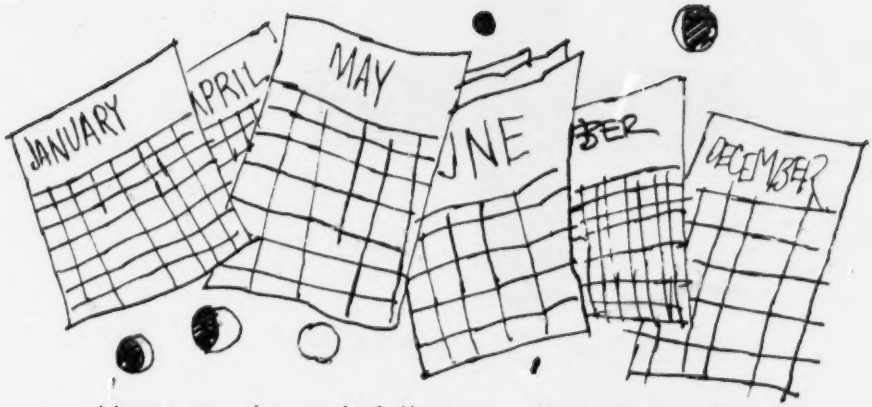
Harold Russell

HAROLD RUSSELL
Chairman

Choosing the Right Kind of Work

Most men and women work at jobs of many kinds. They work in offices, factories, restaurants, gas stations, farms, hotels, department stores, groceries, and many other places.

Usually they work 5 days a week. They may start at 9 in the morning and finish at 5 in the afternoon, with an hour off to eat lunch. Or their hours may be earlier or later than this. Some other people may work at night.



Most people work full time, all year round. Others work part time—either for just part of the day, or just on weekends, or just during the summer, or just during winter.

The places where people work are of different sizes. Some are very large, with so many people it is hard to count them all. Some are very small, with just a few people. Some are in between.

What You Can Do Best

You can do a lot of things well. Think about them. Some of them can help you get a job.

Maybe you are fast with your hands. If so, this would help you on a job where you must use your hands—like sorting things or putting things together or using machinery.

Maybe you are neat and careful. This would help on a job where you must do cutting or pasting or writing things down.

Or maybe you are a good walker. This would help if you are a messenger or delivery man. Maybe you are very strong. This would help if you have to lift or carry things on your job.

You may be good at putting things together or taking them apart. This would help you in a factory job, or where you must use hand tools.

Perhaps you like to work alone. There are many jobs where you work alone: delivery man, bus boy, others. Or perhaps you like to work with other people. If so, you might prefer a job someplace where people work closely together.

What You Cannot Do Too Well

Just as there are things you can do well, there are other things you cannot do too well. In looking for a job, stay away from work you cannot do too well.

For example, if you are not fast with your hands, look for work as a messenger or a gardener's helper or some other kind of job where fast hands are not needed.

If you cannot hear well, look for work in a factory or someplace else where keen hearing is not needed. If you do not speak too well, look for a job where you don't always have to speak.

If you are not too strong, or you get tired easily, look for a job where you can sit—in an office or taking care of a machine.

Try to find a job that lets you do the things you can do well.

How Your School Can Help

When you were in school, you probably learned to do many things.

Perhaps in the woodworking shop you used hand tools like saws and hammers and chisels. Maybe you used machine tools like a kick press or sander. If you did well in your woodworking class, try to find a job that makes use of the skills you learned. Apply at a factory or woodworking shop or some similar place.

Perhaps you enjoyed homemaking classes in school. Here you learned to bake cakes and cookies and make candy. If you liked these tasks, look for a job in a bakery or candy factory.

Many students work after school as a messenger, or delivering newspapers, or mowing lawns, or doing other tasks. If you had a job after school, the work you did can give you an idea of the kind of full-time job to look for.

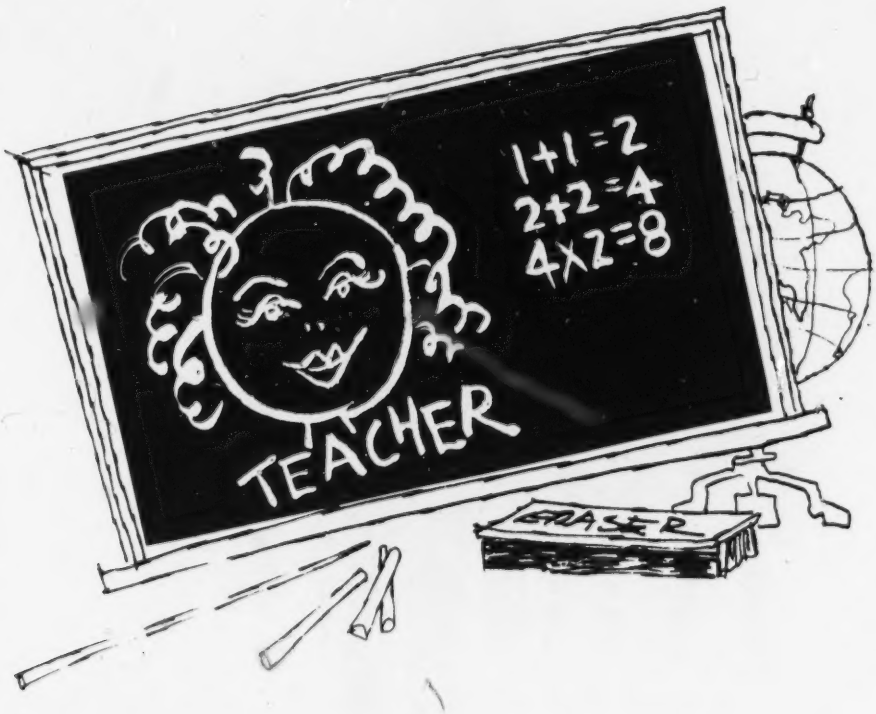
The point is, the things you did in school—either during class or after class—can help you find the job that's best for you.

How Your Family Can Help

If you are not sure what kind of work you can do best, ask your family to help you. Your mother and father can tell you what they think you do best. Also, they can help you learn new things.

For example, your father can let you help him repair the car, or fix the tires, or repair the leak in the sink, or paint the house, or do the gardening. Or your mother can let you help sew or bake or cook or set the table. She can show you how to wash the clothes or care for the house.

The new things you learn from your parents can help you decide what kind of job you can do best.



How Your Teacher Can Help

It's a good idea to ask your teacher what he or she thinks you can do best. Your teacher has watched you closely for a long time. He has given you many different things to do—school messenger, or working in the lunchroom, or other duties—and he should have a pretty good idea of what you do well.

Also, your teacher probably knows the kind of person you are. He knows whether you would be better off looking for work in a factory or a store or an office or somewhere else. He knows your strong points and your weak points.

He can give you some good advice.

Make a List

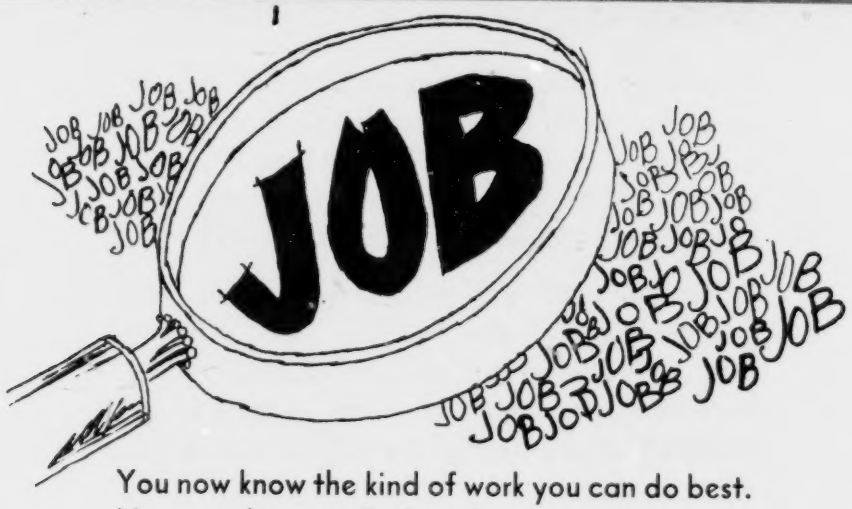
By now you should have a pretty good idea of what you really want to do. You also should know some of the things you can do best and some of the things you cannot do too well. You should have learned more about yourself.

Before you start to look for a job, ask yourself five questions. If you can say "yes" to all or most of the questions, you probably are ready for work. If you cannot say "yes" to most of the questions, you probably are not yet sure about what you should do, and you should talk some more to your family and teacher. There are many places you can go for help in finding out what you can do best of all. Your teacher can tell you about these places and what they can do for you.

Here are the five questions:

	Job Questions	Yes	No
1	I know I want to work.	___	___
2	I know what kind of job I want.	___	___
3	I know what jobs I do <u>not</u> want.	___	___
4	I asked my parents and teacher for help.	___	___
5	I think I am ready to go to work now.	___	___

2 Looking for the Job



You now know the kind of work you can do best. Now you have to find a job.

There are certain things you must be able to do in order to apply for a job. You must be able to travel alone to and from your home and the job, whether by bus or subway or on foot. You must be able to fill out employment forms and answer questions about yourself. You must be able to talk to people who will interview you.

You may not find a job the first time you look. You may have to look again and again and again. You may become tired and worry whether you ever will find a job. Job-hunting may not be easy. But keep on looking.

But if you know what you want to do and you go to the right places, you probably will find a job much faster than you think.

Here are some suggestions that can help you:

Read the Help Wanted Ads

Every day of the week the newspapers list jobs that are available. The lists on Sunday are longer than for any other day of the week.

Get in the habit of reading the Help Wanted ads every day. With your pencil, check the ones which describe jobs you think you can handle. If there is a telephone number given, call up early. If there is an address, visit the place as soon as yau can. Many ads ask that you write a letter applying for the job. Do it right away. Be sure your letter contains your own name, address, and telephone number, so the employer can write back to you if he wants.

Act promptly in answering Help Wanted ads—whether by telephone, personal visits or letter. Many other people will be applying for the same job. Those who apply early—including you—stand a better chance of getting the job.

For example, Sunday newspapers usually come out the Saturday night before. Buy a paper as soon as it comes out. Read the Help Wanted ads first. Give yourself a head start over most of the other people who will apply.

Answer only those Help Wanted ads that describe jobs you think you can fill. There is no point answering ads for jobs far out of your reach. Aim for the right jobs and you will have better luck in finding one.

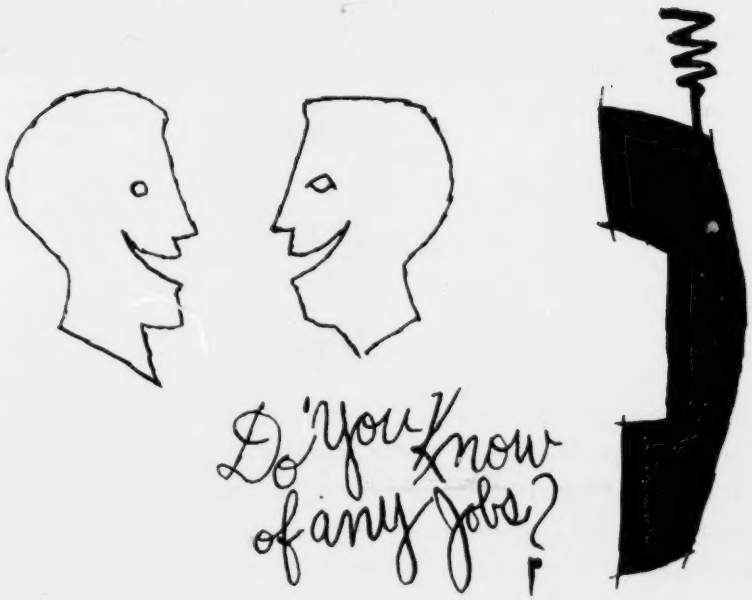
Go to the Employment Office

In just about every city you will find a public employment office. Visit it. The people who work there can help you find the right job.

When you go to the public employment office, bring along certain things about yourself: a copy of your birth record, a copy of your school report, your social security card.

At the public employment office, you may have to wait in line before you can be helped. When your turn comes, tell the man or woman behind the desk what kind of job you want. Answer questions about yourself as fully as you can.

You may be lucky; there may be a job to go to right away. Or you may have to come back on another day. Be patient. The public employment office will try to find the right job for you.



Ask Others to Help

Ask your family and your family's friends to help you find a job. Tell them what you have been doing to look for a job. Perhaps they can give you new ideas for job-hunting.

Tell your own friends you are looking for a job. Ask them to let you know if they hear of a job.

See your teacher, too. He or she can help you find a job. If there is a school employment office, visit it. It may have some ideas for you.

Talk to your rabbi, priest or minister. Perhaps he can also be of help. He meets many people every day. Maybe they know of jobs for you.

3 Going on an Interview

Before you go out to be interviewed for a job, you should ask yourself these questions: Is the job one that you really want? Are you sure you can do it well? Can you travel to the job without any trouble? Do you like the hours of work? Are you satisfied with the pay?

If you can answer "yes" to these questions, then you are ready to apply for the job.

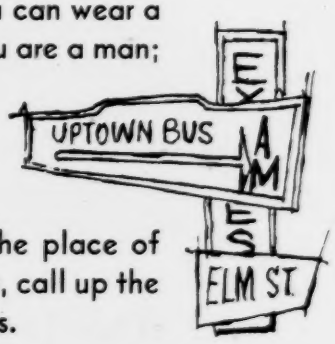
When you go for a job interview, you will have to think about many things: Other people may want that same job, too, so be sure you get there early. Wear the right clothes for the job. Bring along the papers and records about yourself that the employer might need—birth record, school report, social security card. Go by yourself to apply for the job. Do not bring anyone else with you, parent or friend or teacher. You have to be ready and able to talk all about yourself.

Let's go over in detail some of the things you will have to do when you go out to apply for a job:

Dressing Right

Before you go for a job interview, take a last look at yourself in the mirror. Is your hair neatly combed? Are your clothes clean and pressed? Are your shoes clean and shined?

If you are applying for an office job, wear a white shirt if you are a young man, or a simple daytime dress if you are a young lady. If you are applying for a factory job, you can wear a plaid or blue shirt or sweater, if you are a man; a neat dress if you are a woman.



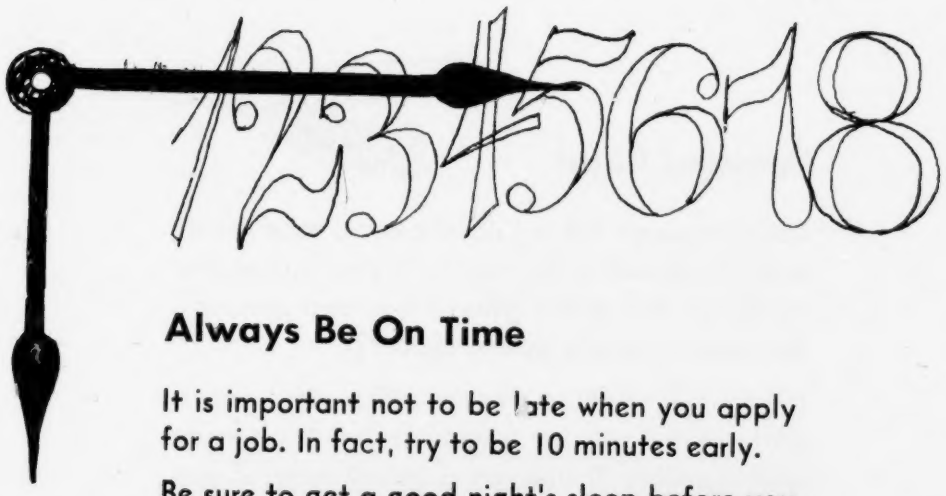
Traveling to Work

You should know how to get to the place of work by yourself. If you are not sure, call up the employer and ask him for directions.

If you have to take a bus or train, be sure you know what stop to get off, and how to find the right street and address.

If you are applying for a job in a large building, ask someone in the lobby for the right floor and room number. Or look for a name board on the wall of the lobby. It has room numbers of all the companies in the building.

If you are applying for a farm job, you may be asked to go to a certain place where you and the other workers will be picked up and driven to the farm. Be sure you can find your way from your home to the pickup point.



Always Be On Time

It is important not to be late when you apply for a job. In fact, try to be 10 minutes early.

Be sure to get a good night's sleep before you go off to apply for a job. If you get to bed late, you will be tired the next day and may not make a good impression on the boss. Set your alarm clock so you give yourself plenty of time to wash, dress and eat a good breakfast. Also allow more than enough time to get to the job.

What To Bring With You

When you apply for a job, you will need to know certain things:

Your name, address and telephone number.

Your parents' names and address.

The date of your birth.

The address of your school. The date you left school.

The names and addresses of any other places you worked at before.

Also, you may have to bring with you these papers and records:

Your social security card.

A copy of your birth record.

A copy of your school report.

Your working papers, if you need them.

Your draft card, if you have one.

Your driver's license, if you have one.

It is a good idea to write down on a piece of paper all the information about you, and bring it when you apply for the job. You will have to fill out certain forms, and it will be easy to copy from your paper onto the application forms.

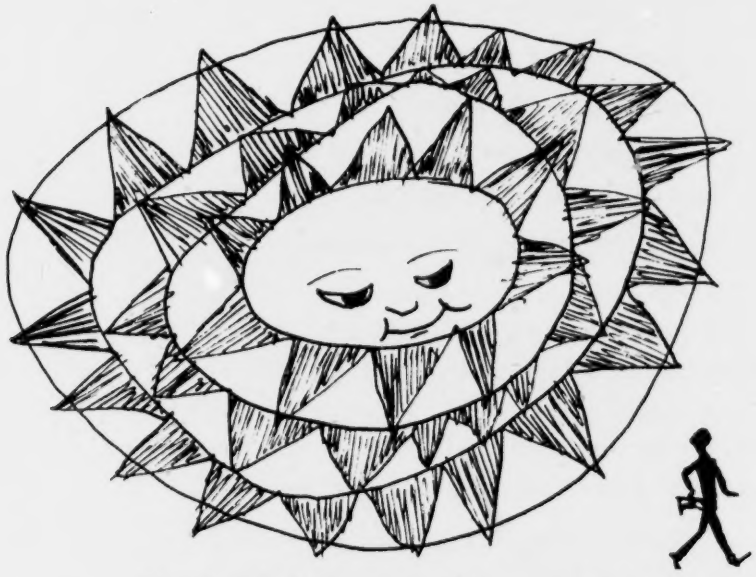
If you have trouble filling out the forms and cards, ask the boss if you can take them home with you, because you want to make sure you do it right. If he says "yes," bring the papers home and ask someone to help you fill them out. Bring them back early the next day.

Go Alone

When you apply for a job, go alone. The boss wants to see you, not your friends or family.

Part of working is being able to stand on your own feet. You will have to do this when you apply. By coming alone, you let the boss know that you can be independent, and that you are able to do a good day's work on your own.

4 Starting To Work



You have done many things to find a job. You have talked with friends and family. You have looked at the "Help Wanted" ads in the newspapers. You have gone to the public employment office.

You know what you want to do and what you can do best. You also know about the things you cannot do too well.

You know what to bring with you when you apply for a job. You know what to put down on the application forms.

As a result of all this, let's say you have found a job. You are ready to report for work. What now?

Talking to the Boss

When you come to work, the boss may want to talk to you, to find out more about you. Speak right out and tell him as much as you can. Here are some of the things he might ask you:

How old are you?

What kind of work does your mother or father do?

Where did you go to school?

Did you ever work after school?

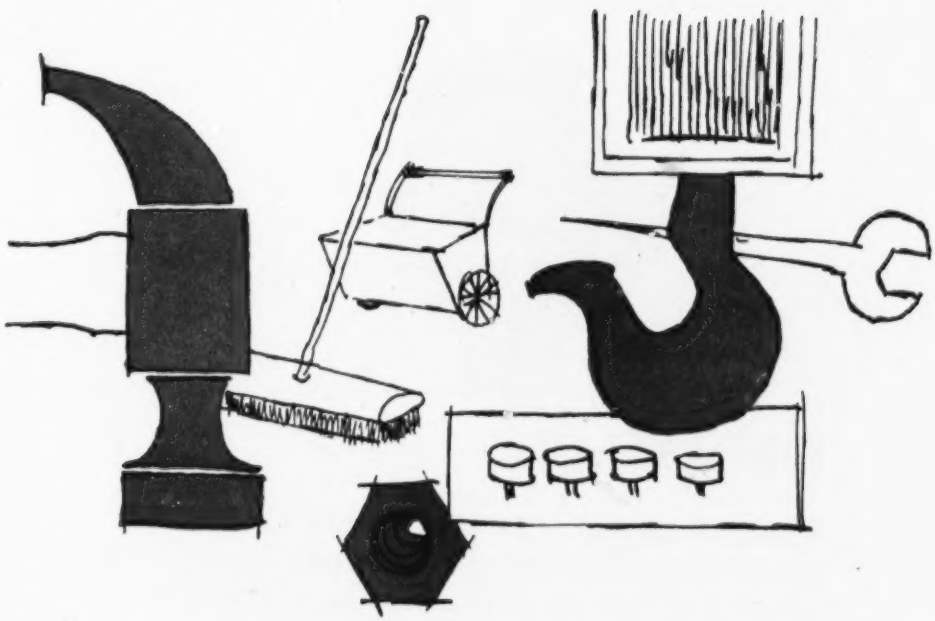
Did you ever hold any other jobs?

Can you drive a car?

Do you have a driver's license?

What kind of work do you like to do?

Beforehand, you may want to ask someone in your family to ask you questions like these, so you can get some practice answering them. That way, you will feel more at ease in speaking with the boss.

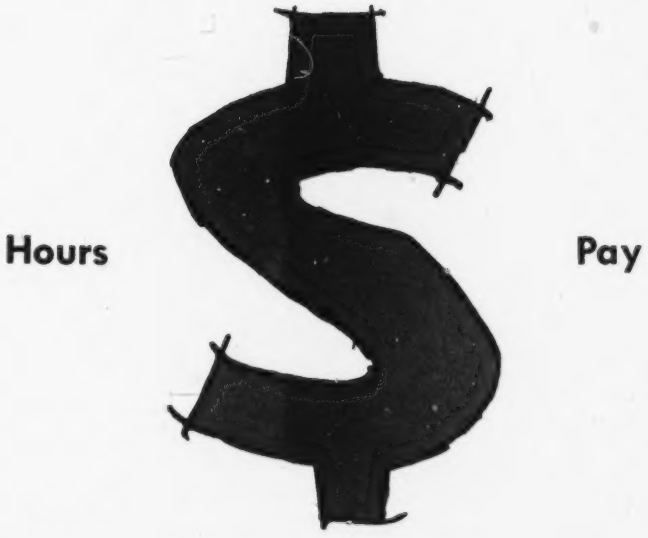


The Job Duties

Before you start to work, you should try to find out something about the kind of work you will be doing. Ask your friends or family. Or ask the people in the employment office.

Some jobs may look alike but are not alike. For example, a job as office messenger is not the same as a job as outside messenger. An office messenger must look neat and clean all day; must wear a white shirt and tie; must meet and talk to a lot of people. An outside messenger must know how to travel alone all over town; must wear clothes suitable for the outdoors; must be able to meet strangers easily.

And so jobs can be different even though they may sound alike. Be sure you know as much as you can about your own job.



Before you begin work, you should know about the hours. What time do you start? What time do you eat lunch? How long do you get for lunch? What time do you quit work for the day?

You should also know about the days of work. Do you work Monday through Friday? Do you also work on Saturday? If you work on weekends, what days during the week do you get off?

You Should Know About Your Pay

You may be paid every week, or every other week. Usually you will be paid by check, but you may be paid in cash.

You should know how much money you will be paid. Some money will be taken out of your pay before you get it, for social security, taxes and perhaps other things. You should know how much is taken out, and what it's for. If you are not sure, ask your boss or someone in your family.

You will have many new things to learn during your first week or so on the job. It will take time, but you can learn them.

You have to know the right kind of clothes to wear on the job. You have to know who your boss is. You have to know where to report for work each day. You have to know where the men's or ladies' room is. You have to know where to hang your coat before going to work.

You will meet many new people the first week. Try to learn their names, but don't worry if you can't keep them all straight right away. You will get to know their names after a time.

You will have to learn where certain things are—tools, supplies, other things you will be working with. You may forget at first, but in time you will learn about them all.

Keep in mind that everybody at work is pulling for you. Your boss wants you to do your best each day. He wants you to make good on the job. Each day, do the very best you can. You will find that by doing the best you can, you will be happy on your job. And your boss will be happy to have you.

Enjoy your job. Good luck to you.

Two Checklists

We hope that this booklet has put you on the right track for a job. If you have read the booklet carefully, you know what you have to do to try to get a job.

You may not get the first job you try for. Nor the second. Nor the third. Sometimes finding a job can be a long, hard task.

But keep trying each day. Never give up. As long as you keep trying, there is hope that you will find a job. If you stop trying, there isn't even hope.

So keep trying. Keep your spirits up. You will find a job.

Now we come to two lists to help you. The first list has more than 100 kinds of jobs, to give you some ideas of what to aim for. The second list is a checklist of 18 tips on finding a job that were covered in this booklet.

100 JOBS

Look over this list. You may get some new ideas of jobs you can do.

Stock clerk
Upholsterer
Waitress
Dishwasher
Bus boy
Food handler
Vegetable peeler
Kitchen helper
Porter
Janitor
Farmhand
Packer
Sorter
Assembly worker
Truck helper
Garbage collector

Groundsman
Landscape laborer
Unskilled laborer
Textile machine worker
Elevator operator
Candy wrapper
Fish cleaner
Chicken plucker
Tile setter
Bookbinding worker
Concession attendant
Wrapper
Bottle filler
Sewing machine operator
Tree pruner
Parking lot attendant
Housemaid
Messenger, outdoor
Messenger, indoor
Salesclerk
Office boy or girl
Office clerk
Mail handler
Housekeeper
Bellhop
Nurse's aide
Ward attendant
Shoe repairer
Bowling pin setter
Office cleaner
Window washer
Wallpaperer
Mechanic's helper
Floor polisher
Apple picker
Brass polisher
Newspaper boy
Locker room attendant
Dairy hand
Stevedore
Handtrucker
Doorman
Watchman
Checkout clerk, supermarket
Laundry worker
Carpenter's helper
Factory worker
Gas station attendant
Mail carrier
Seamstress
Ironer
Drillpress operator
Kick press operator
Saw machine operator
Ticket taker
Truck loader
Bootblack
Manicurist
Baker's helper
Usher
Warehouseman
Playground attendant
Animal caretaker
Building maintenance worker
Clerk-typist
Laborer, crops
Cannery worker
Egg collector
Collator
Mail bag handler
Railroad track worker
Freight handler
Houseman
Mimeograph operator
Mangle machine operator
Routeman's helper
Mother's helper
Maid, hotel
Gatekeeper
Painter's helper
Car washer
Office machine operator
Photocopy machine operator
Laboratory helper
Bag filler
Bottle washer

18 Tips—A Checklist

Here are all the important points covered in this booklet. How many do you remember? Check "yes" for those you remember; "no" for those you don't.

	Yes	No
1 What you can do best.	___	___
2 What you cannot do too well.	___	___
3 How your school can help.	___	___
4 How your family can help.	___	___
5 How your teacher can help.	___	___
6 Make a list.	___	___
7 Read the help wanted ads.	___	___
8 Go to the Employment Office.	___	___
9 Ask others to help.	___	___

	Yes	No
10 Dressing right.	____	____
11 Traveling to work.	____	____
12 Always be on time.	____	____
13 What to bring with you.	____	____
14 Go alone.	____	____
15 Talking to the boss.	____	____
16 The job duties.	____	____
17 Hours and pay.	____	____
18 Your first week.	____	____

Give yourself five points for each "yes." A score of 90 is perfect. If you scored 70 or better, you're pretty good. If you scored less than 70, you had better go back and review the booklet.

Appointments

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